

## READING PARKING AUTHORITY

### **Minutes of Reading Parking Authority Board Meeting – October 25, 2022**

1) Meeting Called to Order.

The Reading Parking Authority's regular board meeting was called to order on October 25, 2022, at 4:11 p.m. by Daniel Laws, Vice-Chairman. It was held at the Reading Parking Authority, 430 S. 4<sup>th</sup> Street, Reading, PA 19602, pursuant to notice published and posted according to law.

2) Pledge of Allegiance.

3) Moment of Silence.

4) Roll Call.

A roll call to confirm all individuals present for the meeting was taken. The following individuals were present for the meeting:

*RPA Board Members:* Timothy J. Profit, Chairman; Daniel Laws, Vice-Chairman; and Keith Eschleman, Treasurer/Assistant Secretary.

*Others Present:* Nathan L. Matz, Executive Director; Bart Ganster, Director of Operations; Cynthia Sanzo, Accounting Manager; Claudia Hurwitz, Executive Assistant; Mahlon J. Boyer, Esquire, General Solicitor; and Larisa Jack, Paragon Consulting.

5) Public Comment.

There was no public comment.

6) Approval of Minutes.

Minutes from the previous regular meeting of the Authority's Board of Directors were circulated to the members of the Board prior to the meeting. Mr. Eschleman made a motion to approve the minutes of the meeting held on September 20, 2022. Second by Mr. Profit. The motion passed unanimously.

7) Approval of Accounts Payable.

Ms. Sanzo presented the accounts payable for 9/17/22 – 10/14/22, which totaled \$1,023,345.75. Mr. Eschleman made a motion to approve the proposed payables. Second by Mr. Profit. The motion passed unanimously.

8) General Solicitor Report.

a) Award of Re-Roof Project Bid

Mr. Boyer confirmed that only one bid was submitted in response to the Authority's request for proposals to replace the roof at the Authority's 430 S. 4<sup>th</sup> St. property. Mr. Boyer said that the bid from J.M. Young & Sons, Inc. ("JMY") met all of the bid requirements and was properly submitted. He also noted that reference to several recent roofing projects performed by JMY over the course of many years were included with the JMY bid. Mr. Ganster said that JMY has been in business over 120 years and that it has performed work on major projects including school buildings. JMY's base bid for the re-roof project is \$353,100.00 with a bid alternate of \$30,000.00 to increase the roof warranty from 20 years to 30 years. Mr. Eschleman made a motion to award the Re-Roof Project Bid to JMY. Second by Mr. Profit. The motion passed unanimously.

b) Social Media Policy

Mr. Boyer said that he will draft a proposed Social Media Policy for the Board's review.

c) Appeal of Office of Open Records Decision

Mr. Boyer said that the Office of Open Records had granted in part an appeal by Wally Scott. Mr. Scott had appealed the denial of a right-to-know request. Mr. Profit made a motion to ratify the Board's approval to file an appeal of the decision of the Office of Open Records. Second by Mr. Eschleman. The motion passed unanimously.

d) Agency 345 Contract

Mr. Boyer presented an agreement between the Authority and Agency 345 for its digital marketing services. The Authority had previously awarded the bid for digital marketing services to Agency 345. The agreement has an effective date of October 1, 2022. The Authority will pay a flat monthly fee of Forty-Six Hundred Dollars (\$4,600.00). The agreement can be terminated by either party upon thirty (30) days written notice after the initial 6-month period. Mr. Laws made a motion to approve the agreement. Second by Mr. Profit. The motion passed unanimously.

e) Boyer & Ritter Contract

Mr. Laws made a motion to ratify the Board's approval of an agreement with Boyer & Ritter ("BR"). Pursuant to the agreement, BR will provide consulting services to the Authority including a review of month-end procedures and the employment of a Director of Finance. Second by Mr. Profit. The motion passed unanimously.

f) VADE Parking Agreement

Review and consideration of the VADE Parking Agreement was tabled and may be considered by the Board at the November board meeting.

g) RHA Lease Agreement

Mr. Boyer presented a proposed lease agreement between the Reading Housing Authority and the Parking Authority. Pursuant to the lease agreement, the Parking Authority will manage two parking lots in the Glenside/Henzler area for the Housing Authority. The Housing Authority will remain responsible for snow/ice removal, maintenance and capital improvements. Mr. Laws made a motion to approve the lease agreement. Second by Mr. Eschleman. The motion passed unanimously.

h) Recruitment Support Proposal

Mr. Boyer presented a proposed agreement between the Authority and Paragon Consulting. Pursuant to the agreement, Paragon will provide comprehensive management of the Authority's recruitment process for the Director of Finance position. Mr. Profit made a motion to approve the agreement. Second by Mr. Laws. The motion passed unanimously.

9) Executive Director Report.

a) Bank Account Signers

Mr. Matz said that the Authority needs to designate a new authorized officer for the Authority's account at First National Bank. Mr. Laws made a motion to designate Nathan L. Matz, Executive Director of the Authority as the authorized officer. Second by Mr. Profit. The motion passed unanimously.

Mr. Laws also made a motion to remove Michael McGrath as an account signer for the First National Bank account. Second by Mr. Eschleman. The motion passed unanimously.

b) Ordinance changes

Mr. Matz confirmed that the City formally approved the ordinance for parking stalls throughout the City. Parking stalls that were painted on numerous City blocks during the pilot program will remain in place. New parking stalls can be added if approved by City Council.

Mr. Matz said that the City also reduced the required distance for vehicle parking at fire hydrants from 15 feet to 7 feet. This will increase available parking. It formally goes into effect on October 28, 2022. Mr. Profit credited Mr. Eschleman and the City's Fire Chief for bringing this change to fruition.

c) Events

Mr. Matz said that the gateless system at South Penn, Reed & Court and the Convention Center garages went live and was in place for recent events. There were some issues that T2 had to address. Exit times for vehicles with gates in place was roughly 10-20 seconds per vehicle. The exit times have been reduced to 7-10 seconds per vehicle under the new gateless system.

d) Citywide Parking Relief (CPR)

Mr. Matz said that the Authority has received City approval for some of its new parking lots. However, proposed parking lots on Rosenthal and McKnight St. will require zoning appeals.

e) Reading Housing Authority

The Board approved a proposed lease agreement with the Reading Housing Authority earlier in the meeting. Mr. Matz said that plans to construct a 128-space parking lot for the Housing Authority are continuing forward.

f) Velocity Update

The Velocity Update was provided by Mr. Matz in the Event section above.

g) Commercial Core On-Street Parking

The Parking Authority is continuing to work with the City to add parking to certain blocks in the City. The TPD Traffic Engineer is issuing letters of support for the Authority for the Commercial Core areas under focus as well as Glenside.

Mr. Matz said that there are on-going discussions with the City to make Cotton Street one-way. This could potentially add 189 parking spaces to Cotton Street. There are also discussions to add one side of parking to Grape St. In discussing the planned one-way traffic for Cotton Street, members of the Board noted their concerns with the effect this might have on nearby streets. Mr. Matz said that he would speak to the traffic engineer regarding these concerns and to discuss possible solutions.

10) Director of Finance

a) Finance & Administration Report

Ms. Sanzo confirmed that a Financial Statement was issued to the Authority's Board of Directors prior to the meeting. The Board posed no questions in regard to the Financial Statement.

11) Director of Operations Report

Mr. Ganster submitted his Operations Report to the Authority's Board of Directors prior to the meeting. The Board posed no questions in regard to his report.

12) HR Report.

a) Supervisory Union Contract

A proposed agreement between the Reading Parking Authority and AFSCME, Local 3799C, District Council 88 was presented to the Board. It would be effective from January 1, 2022

through December 31, 2024. The agreement is for supervisor level employees. The proposed agreement mirrors the rank-and-file union contract except for the introduction of PTO, which shall be used for 2 out of the 3 years of the proposed agreement. Mr. Laws made a motion to approve the agreement. Second by Mr. Profit. The motion passed unanimously.

13) Office Administration Report

Cindy Sanzo and Judi Badillo submitted their Office Administration Report to the Authority's Board of Directors prior to the meeting. The Board posed no questions.

14) Communications & Special Projects Report

Kristen Stubblebine submitted her Communications and Special Projects Report to the Authority's Board of Directors prior to the meeting. The Board posed no questions.

15) Board Member Reports

There were no reports.

16) Old Business

None.

17) New Business

Mr. Eschleman said that the Authority made a contribution of \$5,000.00 to the Fire Fighters Local 1803 and a contribution of \$5,000.00 to the First Union Church Food Pantry last year. The Local 1803 used the entire contribution to assist the Salvation Army in purchasing gifts for those in need. Mr. Eschleman made a motion to approve a new contribution of \$5,000.00 to the Fire Fighters Local 1803 to again assist the Salvation Army and a new contribution of \$5,000.00 to the First Union Church Food Pantry. Second by Mr. Profit. The motion passed unanimously.

18) Next Board Meeting

The next board meeting will be held on November 15, 2022, at 5:30 p.m. at the Reading Parking Authority, 430 S. 4<sup>th</sup> St., Reading, PA 19602.

19) Adjourn.

*Mr. Laws announced that an executive session was going to be held to discuss personnel matters and pending litigation with no board action to be taken upon the conclusion of the executive session.*

There being no further business of the Board, the meeting was adjourned at 5:27 p.m.